VEEP ANNUAL REPORT INSTRUCTIONS – 2007

(Updated February 2007)

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General Information Section *[Note: If your facility has reported in previous years, you will not need to enter this information, although you can update it.]*

Facility Name: Enter the name of your facility as you would like it to appear on program documents and materials.

Prior Facility Name: If applicable, enter the prior name of the facility reported to VEEP.

Membership Level: Indicate if your facility is an E2, E3, or E4 member.

Facility Contact: Enter the name, phone number, and email of the primary facility contact for VEEP.

Facility Permit Numbers: Enter permit numbers for all permits held by your facility:

- *Hazardous Waste:* A facility's hazardous waste EPA ID number is a 12-digit alphanumeric number that starts with the prefix VA, VAD, VAP, or VAR.
- *Solid Waste*: A facility's solid waste permit number begins with either the letters SWP or PBR and is followed by a 3-digit number.
- *Water:* There are several types of water discharge permits. VPDES individual permit numbers begin with VA and are followed by 7 numbers. VPDES general permit numbers begin with VAG or VAR and are followed by 6 numbers. VPA individual permit numbers begin with VPA and are followed by 5 numbers. VPA general permit numbers begin with VPG and are followed by 6 numbers.
- *Groundwater withdrawal:* Ground Water Withdrawal Permits typically start with GW followed by seven digits (although some earlier permits begin with E).
- *Wetlands (VWP):* The individual permits and general permits have the same numbering convention, which the Virginia Marine Resource Commission assigns. An example would be 052534 (the 2-digt year followed by 4 numbers).
- *Toxic Release Inventory:* A TRI number is used in the Toxics Release Inventory (TRI) for Emergency Planning and Community Right-to-Know Act. It begins with a five digit number followed by a combination of 10 letters, or 10 letters and numbers.
- *Air:* Air permits do not have a standard numbering convention.
- *Facility Registration System:* An FRS number identifies facilities, sites or places subject to environmental regulations or of environmental interest). It begins with 1100 followed by 8 digits.
- *Other*: Enter the names and numbers of any other environmental permits held by the facility.

Environmental Impact Reporting

VEEP members are required to commit to report on environmental impacts, and to track impact reductions. These commitments are typically for the term of membership (3 years). Commitments vary by level of membership:

- E2: Must commit to and track reductions for at least one impact
- E3: Must commit to and track reductions for at least two impacts
- E4: Must commit to and track reductions for at least three impacts and report on commitments to sustainable environmental progress and community involvement.

The VEEP Reporting System provides one page for reporting on each indicator. Select your facility's indicators using the dropdown menus for category and indicator. The complete listing and explanation of categories and indicators is presented in the table starting on the next page. VEEP has expanded the selection of indicators available and has made indicators more specific. Facilities in their second and third year of reporting are encouraged to continue to report on indicators that they have reported on in previous years to the extent possible.

Note that members should not double-count environmental impacts. For example, a member should not report on both a reduction in on-site energy use and the associated reduction in an air emission, nor should a member report on both reclaimed water use and total water use.

Each indicator is associated with standard units for reporting purposes. The following common unit conversions may be helpful for reporting using standard units:

1 (short) ton = 2000 lbs *(please do not use metric tons for reporting to VEEP)*

1 acre = 43,560 square feet

For applicable conversion factors, please see the VEEP Annual Reporting website at www.deq.virginia.gov/veep/reporting.html. For additional energy conversion factors, see the following website: http://www.onlineconversion.com/energy.htm.

Environmental Impact Reporting Page

VEEP online provides one reporting page per indicator selected. You may choose additional categories and indicators to report on by using the Back button to navigate back to the page where you add indicators. See Attachment 1 for a chart of VEEP environmental results reporting categories and indicators.

Step 1: Additional Information on Indicator (e.g. specific pollutant, process, and/or project)

In the box provided, enter information to further describe the environmental impact addressed. If the impact addresses a subset of the indicator (for example, a specific VOC or air toxin), indicate the subset addressed. If the impact addressed is associated with a specific manufacturing or other process, or if the initiative to address the impact is part of a specific facility project, note that as well. Include any other information on the impact that would help VEEP and the public understand the impact and the facility's efforts to improve environmental performance related to it, including any circumstances that are delaying or preventing progress.

Step 2: Normalizing Basis

"Normalization" provides a way to relate changes such as those in energy or water use or pollution levels to changes in production or some other factor such as sales volume, hours worked, etc. Because of these changes, the actual volumes of waste generated or air emissions released may not tell the real story about efforts to reduction pollution. For example, a facility may have found ways to reduce waste by 10%, but then doubled production, resulting in a major increase in total waste. Normalization can help the numbers show what has actually been accomplished.

The first part of normalizing is to choose a normalizing basis. Choices available in the dropdown menu include:

Number of production hours
Square footage of facility
Units of product produced
Number of employees
Employee hours worked
Number of products sold
Dollar value of products sold

Choose the normalizing basis that best corresponds to the indicator; a facility may use different bases of normalization for different indicators. For example, air emissions, discharges to water, and hazardous wastes generated typically have a direct relationship to production; thus, it is best to use a production-related normalizing basis where applicable. Other indicators may not have as direct of a relationship to production, and facilities may thus want to use a different normalizing basis for these indicators. Once a particular basis for normalizing has been selected, it must be used in future reports. If your facility has previously reported on the indicator, please select the normalizing basis that best matches the basis chosen previously.

Use the "Normalizing Basis Notes" field to provide any additional detail on the normalizing basis for the indicator. For example, if you choose "Units of product produced" as the normalizing basis, it would be helpful to specify what the units refer to (e.g., automobiles assembled, circuit boards manufactured). For Frequently Asked Questions related to normalization, see the VEEP Annual Reporting page at www.deq.virginia.gov/veep/reporting.html.

Step 3: Reporting Actual and Normalized Quantities

The VEEP term of membership is for three years; your facility reports environmental performance on each indicator during every year of membership. Data that you have reported in previous years will be saved in the system and pre-filled in your facility's annual report for next year; neither you nor any other staff member completing next year's report will need to provide past data.

The reporting table includes 4 reporting columns to capture data for the facility's baseline, first year, second year, and third year of reporting. Columns to use and years to specify vary by membership tenure; please use the columns as follows:

Actual Quantity: In this row, enter the current measurement of the environmental indicator for the year specified. All measurements should be based on the calendar year. Do not report the difference in performance between this year and the previous year; simply report the current measurement.

For first year reporters: In the baseline column, input the baseline year value for each impact selected. The baseline year is the year your facility was accepted into VEEP or renewed membership. If you do not have baseline data, leave the baseline column blank (do not input zeroes). In the Year 1 column, enter performance data for the reporting year (2007 data for reports due on April 1, 2008).

Second and third year reporters should enter data for the reporting year in the Year 2 or Year 3 column, respectively. If you add an impact to report on, enter data for the current reporting year in the current reporting year's column. Do not enter information in the baseline or previous year columns.

Normalizing Ratio: A normalizing ratio allows for the conversion of the actual quantity to a normalized quantity, while protecting the confidentiality of production levels, product content, or other sensitive information. The normalizing ratio divides the current measure of the normalizing basis by the measure of the normalizing basis in the baseline year. The normalizing ratio for the baseline year is always 1, which is pre-filled.

For example, if your facility is using "Number of units produced" as a normalizing basis, then the normalizing ratio will be the current rate of production divided by the rate of production in the baseline year. The baseline year remains the denominator for all three years of annual reporting. For example, if the current year is 2006 and your baseline year is 2005, then the equation for determining your normalizing factor is:

Number of units produced in 2006 (Current)
Number of units produced in 2005 (Baseline)

Enter the normalizing ratio into the field corresponding to the reporting year.

Normalized Quantity: The normalized quantity is calculated automatically for you.

Units: Choose the unit from the dropdown list corresponding to the quantities entered. See page 4 for common unit conversions.

An example reporting table is presented below for a facility in its second reporting year:

	Baseline	**Year 1**	**Year 2**	**Year 3**
Year	2003	2004	2005	2006
Actual Quantity	200	180	170	
Normalizing Ratio	1	1.08	1.12	
Normalized Quantity	200	166.67	151.79	

Step 4: Cost Savings

VEEP is interested in collecting information on cost savings realized from improving environmental performance on reported indicators. Cost savings could include energy, water, or materials use savings; reduced labor, maintenance, or operating cost savings; reduced administrative or compliance costs; or any other cost savings. If you provide a numerical estimate of cost savings, please provide qualitative description of the cost savings in the field provided. If a numerical estimate of cost savings is not available, facilities are also welcome to provide a description of cost savings without providing a numerical estimate.

Attachment 1

VEEP Environmental Results Commitment Categories and Indicators Information

CATEGORY	INDICATOR	UNITS	NOTES
Air Emissions *(from facility point sources, mobile sources, and/or on-site electricity generation. Members may not report reduced air emissions from a reduction in purchased electricity.)*	Greenhouse Gases (GHGs)	lbs, tons	GHGs include CO2, CH4, N2O, HFCs, PFCs, and SF6.
	Nitrous Oxide (NOx)	lbs, tons	
	Particulate Matter (PM)	lbs, tons	PM includes PM10 and PM 2.5.
	Sulfur Dioxide (SOx)	lbs, tons	
	Toxics	lbs, tons	Toxics include all emissions regulated as hazardous air pollutants (HAPs) or that require TRI reporting.
	Volatile Organic Compounds (VOCs)	lbs, tons	Some VOC emissions are also HAPs. For these emissions, choose the VOC indicator.
	Other Air Emissions	lbs, tons	Use the "other" indicator only if the emission cannot be categorized by one of the indicators provided.
Energy Use	Purchased Electricity	kWh, MWh, MMBtu, Btu	Refers to electricity purchased from a utility.
	On-Site (i.e., natural gas, fuel oil)	MMBtu, Btu	On-site sources refer to sources combusted on site, and generally include all sources other than purchased electricity.
	Total Energy Use	MMBtu, Btu	Use this indicator if you want to report your total energy use, including electricity and all on-site sources.
	Other Energy Use	(all Energy Use units)	Use the "other" indicator only if the energy use source or use cannot be categorized by one of the indicators provided.
Water Discharges	Biological Oxygen Demand (BOD)	lbs, tons	Refers to BOD as it is defined as a conventional pollutant regulated by NPDES.
	Chemical Oxygen Demand (COD)	lbs, tons	Refers to COD as it is defined as a non-conventional pollutant regulated by NPDES.
	Nutrients	lbs, tons	Nutrients include nitrogen and phosphorous.
	Sediments	lbs, tons	
	Suspended Solids (TSS)	lbs, tons	Refers to TSS as it is defined as a conventional pollutant regulated by NPDES.
	Toxics	lbs, tons	Toxics include all discharges regulated as toxic by NPDES permitting or that require TRI reporting.
	Other Water Discharges	lbs, tons	Use the "other" indicator only if the water discharge cannot be categorized by one of the indicators provided.

CATEGORY	INDICATOR	UNITS	NOTES
Water Use	Virgin Water Use	gallons	Virgin water use refers to fresh water use.
	Reclaimed/Recycled Water Use	gallons	
	Total Water Use	gallons	Use this indicator to report your total water use, including virgin and reclaimed/recycled water use.
	Other Water Use	gallons	Use the "other" indicator only if water use cannot be categorized by one of the indicators provided.
Waste	Hazardous Waste Disposed	lbs, tons	Hazardous waste disposed refers to all incinerated or landfilled RCRA-regulated wastes or wastes for which TRI reporting is required.
	Hazardous Waste Recycled	lbs, tons	Hazardous waste recycled refers to all RCRA-regulated wastes or wastes for which TRI reporting is required, when the waste is recycled on or off-site.
	Non-hazardous Waste Disposed	lbs, tons	Non-hazardous waste disposed refers to all non-regulated wastes that are incinerated or landfilled.
	Non-hazardous Waste Recycled	lbs, tons	Non-hazardous waste recycled refers to all non-regulated wastes that are recycled on or off-site.
	Other Waste	lbs, tons	Use the "other" indicator only if the waste cannot be categorized by one of the indicators provided.
Material Use	Hazardous Material Use	lbs, tons	Hazardous materials could be considered any materials for which a Material Safety Data Sheet is required in an occupational context, or where the use of the material produces a regulated emission (such as ozone-depleting substances).
	Non-hazardous Material Use	lbs, tons	
	Recycled Material Use	lbs, tons	Recycled materials use refers to the use of materials that have at least some percentage of materials that were previously used by industry or consumers.
	Other Material Use	lbs, tons	Use the "other" indicator only if the material cannot be categorized by one of the indicators provided.

CATEGORY	INDICATOR	UNITS	NOTES
Land Use	Land Preserved	square feet, acres	Land preserved refers to land in its natural state which is aside to preclude development or other non-recreational uses.
	Land Restored	square feet, acres	Land restored refers to non-pristine land that is cleaned up and/or restored to its natural state.
	Other Land Use	square feet, acres	Use the "other" indicator only if the land use cannot be categorized by one of the indicators provided.
Product Performance	Projected Product Lifetime Energy Use Projected Product Lifetime Water Use Projected Product End-of-Life Waste	kWh, MWh, MMBtu, Btu gallons lbs, tons	Projected Product Lifetime Energy Use should be calculated by multiplying the product's energy use per hour by the number of hours estimated for the product's lifetime, and then multiplied by the quantity of units produced in the reporting year. Projected Product Lifetime Water Use should be calculated by multiplying the product's water use per hour by the number of hours estimated for the product's lifetime, and then multiplied by the quantity of units produced in the reporting year. Projected Product End-of-Life Waste should be calculated by multiplying the mass of the product that cannot be recycled at end-of-life by the quantity of units produced in the reporting year.
	Packaging Waste	lbs, tons	Packaging waste should be calculated by multiplying the mass of the product packaging that cannot be recycled by the quantity of units produced in the reporting year.
	Product Performance Other	(all Product Performance units)	Use the "other" indicator only if the product cannot be categorized by one of the indicators provided.
Other	Other	(all units)	Use the "other" category and indicator only if the impact cannot be placed within an available category.